

FRESNO, CALIFORNIA
CLASS SPECIFICATION
BUDGET TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Budget Technician is a stand-alone classification in the Budget series. Incumbents are responsible for performing a variety of technical and clerical assignments associated with the preparation and administration of the City's annual budget.

The Budget Technician is distinguished from other classifications by its responsibility for performing a variety of technical support activities associated with City's annual budget.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|-----------------|
| 1. | Performs a variety of administrative staff support to the Budget office, including maintaining complex and technical budget records and tracking budget amendments. | Daily 25% |
| 2. | Prepares and processes a variety of forms, correspondence, files, logs, and/or other applicable documents associated budget activities. | Daily 15% |
| 3. | Prepares updates to General Fund monthly expenditures and revenue history documents and/or computerized applications. | Monthly 5% |
| 4. | Maintains comprehensive files containing pertinent current and historical budget data and documents. | Quarterly 5% |
| 5. | Participates in editing, changing, adding, updating, and modifying the division website. | Quarterly 5% |
| 6. | Assists in compiling and formatting information developed for the preparation of the annual City budget and other citywide reporting documents including designing large, complex documents utilizing a multitude of software applications. | Annually 10% |
| 7. | May represent the division in developing and monitoring coordinating Citywide clerical processes and procedures associated with budget development activities. | Annually 10% |
| 8. | Formats, revises the BRASS manual, BMSD procedures manual, annual budget documents, and/or other applicable manuals and documents. | Annually 5% |

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| TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | | <u>FRE- QUENCY</u> |
|---|--|-------------------------------|
| 9. | Plans and coordinates clerical resources required to prepare and complete budget documents. | Annually 5% |
| 10. | Coordinates and schedules a variety of meetings, hearings, and/or other related group events associated with the preparation and/or approval of the City's budget. | Annually 5% |
| 11. | Analyzes, reviews, researches, prepares, and develops processes, procedures, computer applications, and methods for achieving intended outcomes for the Master Fee Schedule. | Occasion- ally 10% |
| 12. | Performs other duties of a similar nature or level. | As Required |

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and two years of related experience are required;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Municipal government structures and procedures;
- Budget administration principles and practices;
- Data collection and analysis techniques;
- Computers and applicable software and database systems;
- Recordkeeping principles and practices;
- Computers and applicable software and database systems;
- Office procedures, principles, practices and equipment;

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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Preparing and performing mathematical calculations
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Compiling and analyzing data and information
- Preparing, analyzing, and maintaining operational records
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Managing multiple priorities simultaneously
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008